



## **CDA Collaborative Learning Projects is Seeking a Finance Manager/Comptroller**

**Position Location:** Cambridge, Massachusetts USA

**Salary:** To be determined, based on qualifications, educational background and experience

**How to Apply:** Interested persons should submit a résumé with a two-page (maximum) cover letter outlining their specific experience and qualifications as it relates to the job description, why they are a strong candidate for this position, and their salary requirements.

*Applications must be sent to: [personnel@cdacollaborative.org](mailto:personnel@cdacollaborative.org) by February 15, 2016.*

### **Qualifications:**

- BA or MA in business administration or accounting, CPA a plus.
- Proficiency in MS Office programs and QuickBooks.
- Fluency in written and verbal English.
- Eligibility to live and work in the USA.
- Demonstrated experience with budget preparation, analysis and financial reporting.
- Experience dealing with international grantors, particularly the US Government, a plus.
- At least five years of experience in financial management of a non-profit organization, including supervision of other staff and liaison with outside service providers.
- Independence, judgment, energy, initiative, self-direction and a problem-solving approach.
- Demonstrated ability to function as an internal "service provider" to other staff, while also taking the lead regarding financial matters.
- Ability to maintain regular and effective communication with Board members, colleagues and funders.

### **Job Description**

The Finance Manager/ Comptroller is a member of the CDA management team and is the principal staff person responsible for the overall management of grants and contracts, financial systems and reporting, and budgeting for the organization. Although CDA is a small non-profit organization, it receives multiple international grants and contracts that require reporting, including to government entities. Several CDA staff work off site, many travel internationally on a frequent basis, and CDA maintains an office in Myanmar.

Additional information on CDA Collaborative Learning Projects is available at [www.cdacollaborative.org](http://www.cdacollaborative.org).

The Finance Manager/Comptroller reports to the Executive Director and performs the following tasks within the areas below:

### **Financial Systems**

- Develops and sustains the organization's financial management system and ensures its effectiveness, the distribution of timely and accurate reports and proposes measures for continued improvement going forward.
- Maintains and updates policies and procedures associated with sound finance/accounting practices and communicates updates to CDA staff as appropriate.
- Works closely with the Executive Director and the Board's Finance Committee to oversee the financial systems and to ensure the overall sound fiscal status of the organization.
- Oversees the finance/accounting processes of any remote CDA operation, including its control systems, transaction processing operations and related policies and procedures.

### **Budget Management**

- Works closely with the Executive Director and program staff to develop budgets and forecasts for CDA administration and projects, as well as contracts/agreements with government agencies and grantors.
- Closely monitors the organization's budget and prepares and distributes periodic expense and income reports against budget objectives to CDA's project leaders, "wing" directors and other staff as appropriate.
- Ensures that CDA staff are informed in a timely manner of any financial/accounting issues that could interrupt smooth administrative responsibilities or program operations.
- Develops the budget for organizational (non-program) costs in cooperation with the Executive Director and administrative team.
- Prepares timely, accurate and organized financial reports, with the appropriate level of detail, for the CDA Board and project leads/managers on a regular basis.

### **Financial Management**

- Coordinates and collaborates with an outside accounting firm to address a clear division of responsibilities and maintains open communication and cooperation OR oversees and supervises a part time bookkeeper who will be assigned specific responsibilities.
- Ensures accurate posting to the organization's general ledger account and that monthly bank reconciliations are completed on a timely basis.
- Oversees monthly payroll, timesheet reconciliation and ensures accurate benefits payments and deductions.
- Supervises accounts receivable and accounts payable functions.
- Oversees the maintenance of an orderly accounting filing system and chart of accounts

### **Grants and Contract Management**

- In consultation with program staff, develops and tracks budgets and budget projections associated with grant or contract proposals or awards.
- Submits requests for funds, based on the provisions of grant agreements or contracts.

- Maintains relationships with grant officers and handles all grant agreement and contract files as well as submits invoices and/or fund requests when needed.
- Supervises the expense coding process to ensure expenses are properly classified to the accurate funding source.
- Supervises and oversees CDA's spending in relation to grant awards and communicates the status of funding to CDA management and project leads or other staff who are designated to monitor spending activity.
- Produces timely financial reports in the form required by donors and contracts.
- Coordinates with project leads/managers for narrative reporting requirements.

### **Compliance**

- Coordinates the provision of information to external auditors for the annual audit and provides analytical information on CDA's finances for inclusion in the annual report.
- Ensures compliance with federal government and donor/grantor reporting requirements.
- Investigates and complies with US government reporting requirements for all contracts.